Summer Food Service Program (SFSP)

Summer Food Rocks!



Julie McCord Child & Adult Nutrition Services



Experienced Sponsors Administrative Training

March 4, 2015



South Dakota SFSP

- Sponsors: 46
- Feeding sites: 82
- Summer of 2014: 428,883 meals served, 10,871 more meals than last year!
 - ▶ 68% were lunch
 - ▶ 23% were breakfast
 - ▶ 7% were snacks
 - ▶ 2% were supper/ evening meal





- Administrative Guidance Page 12-13
- Prior Successful SFSP Sponsors

 School Food Authorities SFAs currently in good standing in National School Lunch Program NSLP, School Breakfast Program SBP, or Child and Adult Care Food Program CACFP

Define Good Standing

- Already demonstrated financial and administrative capability necessary if reviewed in the previous 12 months and had no significant deficiencies.
- State Agencies has the discretion and is encouraged to deny the application, or at minimum require additional evidence of financial and administrative capabilities of SFAs and CACFP sponsors that had significant problems in NSLP, SBP or CACFP.

Sponsors must:

- Demonstrate Financial and Administrative Capability
- Not be Seriously Deficient
- Serve Low-Income Children
- Conduct a nonprofit food service
- Provide year-round service
- Exercise Management Control over the meal service at all their sites
- Conduct pre-operational visits
- Sign written agreements with State Agency (South Dakota Department of Education -Child & Adult Nutrition Services CANS)



SFSP Background

- Summer Food Service Program was established to ensure nutritious meals to low-income children when school is not in session.
- Children must be 18 years and under.
- Free meals that meet Federal nutrition guidelines are provided at approved sites.
- The U.S. Department of Agriculture USDA and Food and Nutrition Service FNS administer at national level.



Main Players

States

- Sign agreements with sponsors
- Provide training and technical assistance to sites
- Monitor and distribute reimbursements

Sponsors

- Handle administration and training for sites
- Report to State

Sites

- Feed and supervise kids
- Provide activities



State Agencies

States

- Sign agreements with sponsors
- Provide training and technical assistance to sponsors
- Monitor and distribute reimbursements

Sponsors

Sites



SFSP Operations - State Agency



- SFSP Administrative Reviews -Done by Department of Public Safety on behalf of CANS
- Health/Kitchen Inspections varies (DPS, Indian Health Services I H S, or Sioux Falls)
- Approves off-site meal requests
- Approve all amendments/changes to dates of operation, time of meals, i.e.



Sponsors

States

Sponsors

- Handle administration and training for sites
- Report to State

Sites



Sponsor Responsibilities



- SFSP sponsors must be able to assume responsibility for the entire administration of the Program.
- Comprehensive training and coordination of efforts can also improve site quality and maximize the benefit received by participating children.
- See Pages 75 81 of the 2015 SFSP Summer Food Rocks! Administrative Guidance for Sponsors



Record Keeping

 Use the checklist in application and in ADM of records-back of ADM book

Operate in non-profit basis.

 Comply with IRS requirements. PNP must have 501c3

 Retain records for 3 years past the current year.



Sites

States

Sponsors





- Feed and supervise kids
- Provide activities

Site Responsibilities

- Attend training(s) office and food service management/vendor staff put on by sponsor prior the beginning of summer meal program.
- Prevent discrimination.
- Supervise children as they eat in approved dining area.
- Serve or Offer reimbursable meals to all children.
- Meal count staff Know what makes reimbursable meals if site is doing offer verses serve and assist children in taking reimbursable meal.
- Maintain complete and accurate paperwork.
- If self-preparation site, maintain proper sanitation and health standards as required by State and local law
- If vended site, order and receive meals.

Groups to Partner With

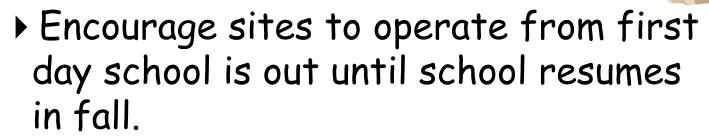
- Mayor's/Government office
- County extension/4H Clubs
- Boys and Girls Clubs/Y's
- Salvation Army
- Police and Fire Departments
- Rotary Clubs, and the like
- Libraries
- Sports groups/Swimming
 Pools/locally famous people
- Start planning checklist Attachment 11 in Administrative
 Guidance for Sponsors



- The child must be 18 or under to receive meals through the SFSP.
 - A person that is 19 years of age and over and determined by a State or Local educational agency to have a mental or physical disability may also receive meals under the program
 - The person must also participate during the school year in a public or private nonprofit school program established for the mentally or physically disabled, is also eligible to receive SFSP meals. See page 11 of the 2015 SFSP Summer Food Rocks! Administrative Guidance for Sponsors



Sponsors should determine the meals offered to match community needs



Flexibility at a site can lead to more participation. A location may offer breakfast when summer school is in session but, later discontinue breakfast and add afternoon snack through amendment to agreement.







Site Types

- Open site All children eat free without the need of additional paperwork because the site is areaeligible. Publish first come, first serve basis.
- Restricted Open -Normally open site, restricting attendance for reasons of security, safety, or control. 7 CFR 225.2
- NOTE Page 14-17 Admin Guidance



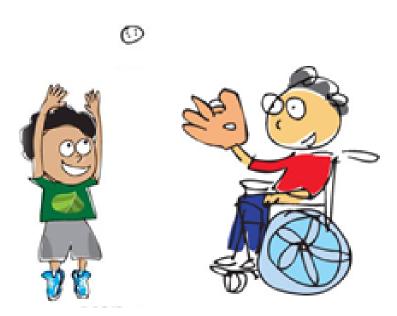


Site Types

- Closed Enrolled site Closed Enrolled site At least 50% of enrolled children must meet the income requirements. All children enrolled in an eligible program eat free if 50% of the children dining meet eligibility requirements or the site may be area eligible.
- Camp site Only meals served to children with an approved household application on file can be counted free.

Summer School Sites

- Summer school sites may participate in the SFSP only as open sites
- Summer schools that serve only enrolled students may continue their participation in the NSLP and/or SBP









Area Eligibility

>50% or more of the children in a school service area qualify for free or reduced-price school meals, based on school or census data







- Proposed feeding site must be located within school attendance area
- State agencies, at their discretion, are permitted to use data from any month in the school year to establish area eligibility. (Policy Memo SFSP 5-2014)
- Generally speaking, October data survey is used for site eligibility determination.

Census Data

- New Schedule for release of census data used for area eligibility determinations announced each October (Policy Memo November 8, 2013, SP 03-2014, CACFP 01-2014, and SFSP 03-2014)
- Duration for determination for site eligibility is 5 years.
- Census Block Groups CBGs or Census Tracts may be used, use FNS Area Eligibility Mapper.
- Another potential option adjacent to an eligible area may request State agency and Regional office approval see page 19



- Schools and local education agencies with high percentage of low-income children electing CEP must still use the individual school data rather than district-wide date for SFSP sites.
- Departments of Welfare
- Zoning Commissions
- USDA Rural Development Housing Authorities
- Housing and Urban Development (HUD) Housing Authorities
- Local Housing Authorities
 (See Page 22 of Administrative Guidance)



Income Eligibility Form

- Household Applications / Income Eligibility
 Form
 - Each sponsor is provided a prototype for the Eligibility Form and each child's family is provided with an application.
 - > Automatic Eligibility
 - Categorical Eligibility through participation in comparable Federal assistance program
 - SNAP, FDPIR or TANF
 - Documentation a child is homeless, runaway, or migrant
 - Foster Children
 - Head Start or pre-kindergarten documentation

Upward Bound



- Upward Bound program funded by U.S.
 Department of Education
- Participants are NOT categorically eligible for free or reduced priced meals.
- Sponsors may use Upward Bound application in lieu of an SFSP application to determine eligibility.
- Those eligible for Upward Bound based on income are considered eligible for SFSP meals with out further documentation.
- Other criteria like first generation college student, must complete an Income Eligibility Form.
- Administrative Guidance page 25

Disclosure Requirements for Eligibility Information

- SFSP sponsors can obtain student specific eligibility status from another Child Nutrition Program operator like a school or child care center.
- Aggregate information may be disclosed without parental notification as long as an individual or group of students' eligibility cannot be identified by means of deduction.
- Disclosure Requirements outlined on pages 26-27





- Migrant Sites updated annually
- Tribal Sites Tribal authority documentation
- Continuous School Calendar/Year-Round Sites see pages 28-29
- NYSP Sites see page 29
- Upward Bound see page 30
- Other Income Eligible Programs contact State agency for verification

Two Site Types that may serve up to 3 meals a day:





- Camps Residential and nonresidential camps collect household applications for F&RP meals. Only meals served to children eligible for free or reduced-priced are reimbursed.
- Migrant Sites Obtain certification from a migrant organization that meals are served primarily to children of migrant workers.

ADMINISTERING THE PROGRAM

What does a sponsor need to be responsible for?

Training, Monitoring, Civil Rights, Program Payments, Record Keeping, and Review Procedures

Agreement/Application

- Permanent agreement must be approved by state agency before serving and claiming meals, see page 67.
- Applications available at South Dakota iCAN https://ican.sd.gov/ican/splash.aspx
- South Dakota CANS summer website has user id request form needed to obtain access for each staff member wishing to sign on to the system to either add/modify or view information:

http://doe.sd.gov/cans/sfsp.aspx

South Dakota SFSP - Seriously Deficient Check List

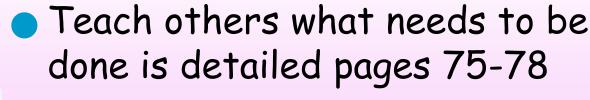
Serious Deficiencies are grounds for disapproval of applications and for termination – impacts all Child Nutrition Programs

- 1) Noncompliance with bid procedures & contract requirements
- 2)Private Non-profit with IRS tax-exempt status revoked are immediately terminated and declared Seriously Deficient page 74 Q&A #15
- 3) Submission of false information to the State Agency
- 4) Failure to return to SA any startup or advance payments which exceeded the amount earned for serving meals
- 5) Violations at a significant portion of the Sponsor's site such as...see next slide

Sponsor Site Violations leading to declaration of Seriously Deficient examples:

- 1) Noncompliance with the meal service times set forth at 225.16(c)
- 2) Failure to maintain adequate records (see page 108 Q & A # 11)
- 3) Failure to adjust meal orders to conform to variations in the number of participating children
- 4) The simultaneous service of more than one meal to any child
- 5) The claiming of Program payments for meals not served to participating children
- 6) Service of a significant number of meals which did not include required quantities of all meal components
- 7) Excessive instances of off-site meal consumption
- 8) Continued use of a FSMC that is in violation of health codes.

Training: Administrative Personnel



- ▶ Regular duties
- ▶ back-up
- ▶ Attachment 15 Training requirements checklist
- Document personnel attending
 - ▶ Cover how meals will be provided
 - ▶ Record keeping and forms being used
- Define monitoring duties
 - ▶ Who, what, where, when, how





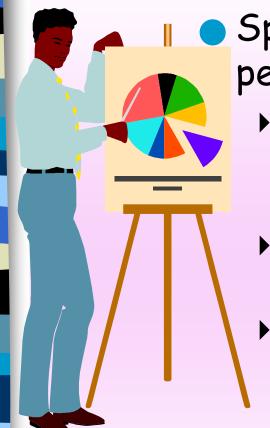
34

Training Topics: Administrative Personnel



- Purpose
- Site Eligibility
- Application
- Media Release
- Record keeping / Claims
- Meal Requirements
- Procurement
- Production Records
- Organized site activity / Monitoring
- Nondiscrimination Compliance / Monitoring





Sponsor must document that personnel have attended.

- Mobile Feeding is site type and all regulations apply. (Policy Memo SFSP 02-2014)
- No site may operate until personnel have attended training.
- ▶ Each site must have at least one individual present at meal time that has attended training from the sponsor.
- ► CANS offering Operational Trainings in Pierre on April 29 provided we have a minimum of 10 registered. Then sponsor must do a training afterward.

Meal Count Form



Required to be attached to web-based application

Attach a copy of the daily meal count sheets that are used.

- Commonly used form at OPEN sites: Attachment 18 at back of the Administrative Guidance for Sponsors
- Complete all blanks on meal count form
 - ▶ Open site Meal count form includes: Children 1st meals, Children 2nd meal [optional, plan only for 1st meals], Program adults [SFSP staffers], Non-program adults [optional - if choose to feed adults must have set charge and adult pays at the meal time], and Totals
 - ▶ Enrolled or Camps have roster/names of children along with program and non-program adult (optional) on the meal count form.
- Must be signed by meal count attendant.
- Legal document very important.

	DAILY MEAL COUNT FORM																				
S	Site Name: Meal Type (circle): B L SN SU																				
A	Address: Telephone:																				
S	Supervisor's Name: Delivery Time: Date:																				
N	Meals received/prepared								+ Meals available from previous day = (Total meals available)										s available)	[1]	
F	First Meals Served to Children (cross off number as each child receives a meal):																				
1		2	3 4	4 5	6	7	8	9	10	11	12	13	14	4 1	5	16	17	18	19	20	
2	1	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	
4	1	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
6	1	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
8	1	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	
1	01	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	5 117	118	119	120	
1	21	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	
1	41	142	143	144	145	146	147	148 149 150 Total First Meals +												[2]	
s	Second meals served to children:																				
1	2 3 4 5 6 7 8 9 10 Total Second Meals +														[3]						
N	[eal	s serv	red to	Progr	am ad	ults:															
1	1 2 3 4 5 6 7 8 9 10 Total Program Adult Meals +														[4]						
N	Meals served to non-Program adults:																				
1	1 2 3 4 5 6 7 8 9 10 Total non-Program Adult Meals +														[5]						
														TO	OTAI	L ME	ALS	SERV	ED =		[6]
								Total	dama	ged/iı	ıcom	plete/o	other	non-r	eimb	oursa	ble me	eals +			[7]

Site Training Should include cont....

- Meal schedules and information
 - Serving times
 - Delivery schedules
 - Approved number for site meal service
 - Meal pattern requirements SFSP or NSLP
 - Offer versus Serve optional
 - How to recognize a reimbursable meal on the chosen meal pattern

Training of site personnel

- Completion of Daily records
 - Menu adjustments
 - ▶ Meal counts on production records
- Record retention-3 years on-site
 - ▶ Keep all records on site or with sponsor
 - ▶ CN labels for Production Records
 - ▶ SFSP/NSLP commodities manifests
- SFSP Nutrition Guidance Handbook
 - ▶ Food Safety pages 67-73
 - ▶ Storage p 78-86 & Log p 133
 - ▶ Internal food temps p 77 & Log p 132
 - ▶ Food Safety Checklist p 87-90

<u>Monitor</u>



- The key link between the sponsor and each site.
- The monitor is essential to ensure the smooth operation of the program.
- The monitor will work with the site staff to ensure the proper training.
- The monitor will also help to correct any problems that occur with the program operations.
- SFSP Meal Pattern updated p 15-16
 Monitor's Guidance

Monitoring

- Use Monitor Guidance Handbook and Admin Sponsor page 78
- Pre-operational Visit (require if have sites with issues prior year or new)
 - ▶ Conduct before a site operates the summer program.
- Site Visits -SFSP 12-2011 Waives
 - ▶ Sponsor visit sites during the first week of operation.
- Site Reviews (Required)
 - > Sponsors must review sites during the first 4 weeks of program operation.



Pre-operational Visit

- VISIT-All sites must be visited BEFORE they begin operation for summer program if <u>new or issues in</u> <u>prior year or current year</u>.
- Ensure sites have facilities to provide meal services for number of children expected to attend the site.
- Sanitation and food safety plans must be in place.
- Documentation of this visit
 - ▶ Copy kept at site
 - ▶ Original sent to Sponsor







Site Monitoring Requirements

Memorandum SFSP 12-2011 (April 5, 2011):

- Waives the requirement that sponsors must visit a summer site within the first week, if that site operated successfully the previous year
- Still requires sponsors to review every site within the first four weeks of operation



- Visit all sites within the first week of operation
 - ▶ Ensure food service is operating smoothly
 - Make needed adjustments
 - > Training needs, answer questions
 - Document





Review all sites within the first four weeks of operation.

- Thoroughly examine the meal service from start to finish
- Correct problems and provide additional training as necessary
- Monitor Guidance pages 4-21; pages 24-28 Documentation required!





- Requirements listed Page 85-86
 Administrative Guidance and Page 8
 Monitor's Guide.
- Each participant must receive same treatment free from discrimination.
- Must serve each child the same meal regardless of reimbursement status.
- Annual staff training can be found at http://doe.sd.gov/cans/index.aspx

Required Civil Rights - Justice for All Poster



- Poster required at each feeding site.
- Download from: http://www.fns.usda .gov/cr/justicetranslations/475C.p df



Beneficiary Data

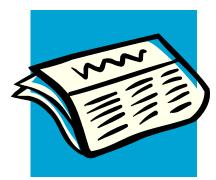
- Sponsor must determine the number of potential eligible beneficiaries in by race/ethnic category-in Checklist item of SFSP iCAN application
- Sponsor must count the number of children at least once during program operation by visual determination
- Plan to do during at Monitor Site Review documentation Monitor Guidance p 27 or
 Attachment 21 from ADM, completed form
 kept on site and a copy to sponsor.

Non-discrimination Statement

- The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identify, or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)
- If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Form, found online or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.
- Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Services at (800) 877-8339; or (800)845-6136 (Spanish).
 - USDA is an equal opportunity provider and employer.

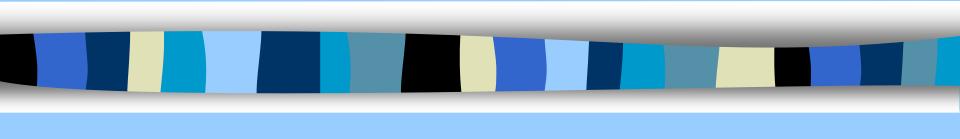
Non-Discrimination Statement

 The following must include the Non-Discrimination Statement



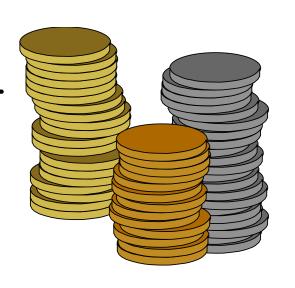
- ▶ Press Release
- Poster giving hours meals are served
- Brochures advertising program
- Websites

Reimbursement and Costs



<u>Program Payments</u>

- Chapter 4 AdministrativeGuidance p 87-95
- Advances
- Program reimbursementMeals x rates
- Allowable /unallowable costs
- Non-Reimbursable meals
- Payments must cover costs or have alternative funding source



Reimbursement Rates



- Breakfast \$2.0775Rural or self-prep
 - \$2.0375 all others
- Lunch/Supper \$3.6450Rural or self-prep
 - \$3.5875 all others
- Snack/Supplement -\$0.8650 Rural or selfprep and \$0.8450 others



Record Keeping



- Meal Counts
- Costs
 - Operating
 - Food Costs On-site prep/Vended
 - Labor
 - · Other
 - ▶ Administration
 - Tracking funds
 - · Hiring/training
 - Site visits/reviews
- ADM p 96-103

- Use the checklist of records Attachment 22
- Allowable Cost FNS Instruction 796-4, Rev 4 on website
- Retain records for 3 years after fiscal year - or longer if unresolved audit

Budget Estimate Reimbursement Step 1

In site application you will enter Meals Served - Breakfast, Lunch

Enter estimated ADP

Enter Days Operating on a calendars, entering start date and end date along with days of the week meals will be served.



- Estimate of reimbursement will be displayed in the Budget section of the application.
- Complete site expense information on sponsor Budget will be covered in iCAN SFSP training at a later date.

Operating Budget

- Food (Nutrition Guidance page 51-57)
 - Site labor (Nutrition Guidance pages 49-50)
- Non-food supplies
- Utilities
- Kitchen or truck rental (contract required)
- Equipment rental (contract required)
- Other



- Admin labor
 - Preparing application
 - ▶ Establishing eligibility of non camp sites
 - For camps, determining number of children eligible
 - ▶ Attending training
 - Hiring and training personnel



Admin Costs (Cont.)

- Admin labor (cont.)
 - Visiting sites
 - ▶ Contracting w/food service management co/procurement
 - ▶ Preparing claims for reimbursement
 - ▶ Other activities -
 - · Planning, organization, management



Admin costs (cont.)

- Other allowable admin costs
 - ▶ Rental costs
 - Office, office equip., Vehicles
 - ▶ Vehicle allowance
 - Office supplies
 - ▶ Communications
 - ▶ Insurance
 - ▶ Audits
 - ▶ Travel

Startup Payments /Advances



- Start up payments Phyllis 773-3456
- Advance request
- Request within web-based application Application/agreement must be approved by CANS before start-ups or advances will be paid
- If using an interest bearing account for advances, you may retain interest according to Allowable Costs for SFSP FNS Instruction 796-4 Rev. 4



Startup Payment

- Up to 20% of approved administrative budget.
- Written justification REQUIRED attach to web-based application.
- State can't provide any earlier than 2 months before scheduled food operations begin.
- Deducted from first admin cost advance or reimbursable claim payment.



- Requested 30 days prior to date of payment of June 1 and July 15
- Must operate at least 10 days during month
- Advances deducted from next claim
- Amounts determined by state
- Formula in regulation or visit with Phyllis 773-3456

Records - Operating Costs

- Records to support the cost of food used should include:
 - ▶ Itemized receiving reports from supplier/including donated foods
 - ▶ Food inventories/manifests
 - Records of returns, discounts or other credits
 - ▶ Canceled checks or receipt of payment.



Unallowable Costs

- Meals to any adults
- Bad debts
- Over claims
- Contributions
- Fines
- Capital expenditures
 - Land
 - ▶ Buildings
 - ▶ Equipment
- Entertainment
- Food not used for SFSP meal pattern or notcreditable
- Cost of damaged or spoiled meals

- Fund raising
- Interest
- Under recovery from other grants
- Rents beyond program period
- Cost for excess meals
- Costs in violation of applicable laws



Food Expenses not Allowed

- Not creditable or not part of a meal pattern:
 - ▶ Jell-O/Pudding
 - ▶ 2% chocolate milk
 - ▶ Ice cream/popsicles
 - ▶ Coffee
 - ▶ Soda pop

- Require corrective action if funds were used for unallowable costs
 - State requires sponsor to replenish funds
 - ▶ USDA funds may not be used to restore funds, but must come from another source.

Food Expenses not Allowed

- Cost of Excess Meals not allowed
 - ▶ Off-site meals not approved in advance
 - > Seconds meals served in excess of the 2 percent tolerance. (Usually only at Open Site type, rest have rosters and you plan for only one meal per child).
- Vended meals beyond approved meal ADP.
 - ▶ Delivery slip requirements p 97-99 must be kept as documentation by Sponsor to support claim
- Meals not delivered in designated time from vendor
- Meals not served in meal service period on agreement

Food Service Management Companies

- Administrative Guidance on Food Service Management Companies has many updates - please review the yellow highlights covered in Pages 109-131
- Procurement Page 112-117
- Q & A on FSCM pages 132-134
- Sandra Kangas handles all FSMC contracts and training call (605) 773-4746



SFSP Claim Form

- Completed in iCAN SFSP web-based claim
- Report number of meals
- Site based claiming
- Keep meal count sheets (same as approved in application) for record keeping verification.



Claim For Reimbursement

- Combine claims if operating 10 days or less
- Claims due by 10th of the next month
 - May meals served are due June 10 unless less than 10 days then combine with June
 - ▶ June meals are due on claim submitted July 10
 - July is due Aug 10
- If you miss the 10th deadline, the final deadline is 60 days from the end of the month of operation.
- Adjustments have a 90-day deadline

Meals can be claimed...



- For all first reimbursable meals served to children
- For second meals up to 2% of the month's total
 - ▶ Plan and prepare for one meal per child daily
 - ▶ Keep track of second meals daily
 - ▶ Count up first meals at month's end
 - ▶ Multiply by 2%
 - ▶ Up to that number of second meals can be claimed. Do not claim meals that were not served!
 - Tracking of seconds will be monitored, encourage planning for 1 meal per student

Maintain Accurate Records For Meal Service

- A complete count of all first and second meals served at each site (plan for first meal per child and adjust as program progresses.) Should not be serving seconds more than a few times in the summer.
- Number of adult meals (non-reimbursable but must be added in production records of meals prepared).
- Offering Adult meals is optional; but, if feeding adults, they dine after children. THIS IS a CHILD PROGRAM.
- Meal Count form included with application requires tracking of all these meal types - suggest Attachment 18 for Open sites

Scope of Review

Meal count -

It is critical that site personnel and monitors understand the importance of accurate point-of-service meal counts. Meal counts should represent only the number of reimbursable meals actually served to children.

Therefore, meals must be counted at the actual point-of-service.



- GRANTS MANAGEMENT
 - Phyllis Tomkiewicz- budgets, agreements Phyllis.Tomkiewicz@state.sd.us
 - Laurie Schumacher claims

Laurie.Schumacher@state.sd.us

- PHONE/FAX
 - ▶ Office (Shar) 773-3413
 - ▶ Fax (Finance) 773-6139
 - ▶ Phyllis T. 773-3456
 - Laurie S. 773-3349

After initial approval Changes are possible



- ☐ Any changes like date changes, meal times, or Average Daily Participation numbers would cause the application to change versions.
- ☐ The changes will need to be submitted for approval by the State Agency as in the past.
- Closures for any reason report to CANS immediately – can be called in or emailed to <u>julie.mccord@state.sd.us</u> or (605)773-3110.

Meal Service Requirements

Meal Service Requirements

- Use Nutrition Guidance Handbook
- Serve the same meal to all children.
- Ensure that children eat all meals onsite.
- All children must receive a complete first meals before any child receives a second meal. PLAN Only for First meals. (Policy Memo SFSP 08-2014)
- The State Agency is required to monitor sponsors claiming second meals to be sure they are adjusting meal plans to minimize second meal service and food waste.

Meal Service Requirements

- Serve meals at the times submitted on the site application
- No off-site meal consumption unless:
 - ▶ Approved offsite meals (field trips) sponsor must notify the vendor and CANS in advance.
 - The meals service must be approved for the place the children will be that day.
 - Notify CANS if a change occurs changes do happen due to weather.

Traveling Apple/Grain Component

- Maintain the meal service to ensure no off-site consumption unless it is
 - ▶ Either a fruit, vegetable or grain component in compliance with local health and safety codes placed on the share table or taken from own meal for later consumption.
 - ▶ Allowed only if the sponsor has adequate staffing to properly administer and monitor.

<u>Vended or Central</u> <u>Kitchen Delivery of Meals</u>

- Meals can be delivered no more than 1 hour prior to the beginning of the meal service
- Proper facilities must exist onsite for storing food at the proper temperatures.
- Admin Sponsor page 57
- Food Safety rules pages58-59







- Sponsor delivers meals to an area using a route with a series of stops at approved sites in a community.
- Site/stop requirements on meal dates, meal times, site supervisor, meal consumption on-site monitoring same as other sites.
- Policy Memo SFSP 2-2014 provides more information

Non-reimbursable meals



- No more than one meal served to a child at a time.
- Second meals in excess of 2% of the number of first meals served during the claim period will not be reimbursed. If happening, reviewers will request information on non-food program funds used to cover these meals.
- Meals served outside of the approved time frames and dates the state-agency approved on renewal agreement will not be reimbursed.



- Meals served to ineligible children (children not meeting the income eligibility guidelines)
- Meals in excess of the sites approved level of meal service.
- Meals served to anyone other than children.

Meal Component Requirements

SFSP Meal Pattern Attachment 4



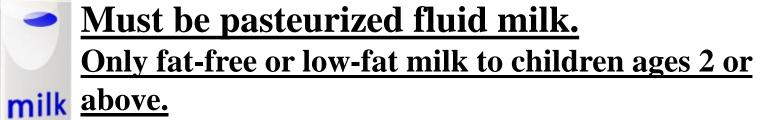
SUMMER FOOD SERVICE PROGRAM MEAL PATTERN FOR CHILDREN

SELECT THE APPROPRIATE COMPONENTS FOR A REIMBURSABLE MEAL					
FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four		
Milk	Required	Required			
Fluid milk	1 cup ¹ (½ pint, 8 fluid ounces) ²	1 cup (½ pint, 8 fluid ounces) ³ 1 cup (½ pint, 8 fluid ounces) ²			
Vegetables and Fruits - Equivalent quantity of any combination of	Required	Required			
Vegetable or fruit or	½ cup	¾ cup total ⁴	3/4 cup		
Full-strength vegetable or fruit juice	½ cup (4 fluid ounces)=50%		¾ cup (6 fluid ounces)6		
Grains/Breads ⁷ - Equivalent quantity of any combination of	Required	Required			
Bread or	1 slice	1 slice	l slice		
Combread, biscuits, rolls, muffins, etc or	l serving ⁸	l serving ⁸	l serving ⁸		
Cold dry cereal or	3/4 cup or 1 ounce ⁹		3/4 cup or 1 ounce9		
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup		
Cooked pasta or noodle products	½ cup	½ cup	½ cup		
Meat and Meat Alternates - Equivalent quantity of any combination of	Optional	Required			
Lean meat or poultry or fish or	l ounce	2 ounces 1 ounce			
Alternate protein products ¹⁰ or	1 ounce	2 ounces	l ounce		
Cheese or	l ounce	2 ounces	l ounce		
Egg (large) or	1/2	1	1/2		
Cooked dry beans or peas or	1/4 cup	½ cup²	¼ cup²		
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons		
Nuts or seeds ¹¹ or		l ounce=50%12	l ounce		
Yogurt ¹³	4 ounces or ½ cup	8 ounces or 1 cup	4 ounce or ½ cup		

Indicated endnotes can be found on the next page.







- When served at breakfast or snack can be served as a beverage or on cereal or used in part for each purpose.
- When served with lunch or supper must be served as a beverage.

Dietary Substitutions/Modifications (7 CFR 225.16(f)(4))

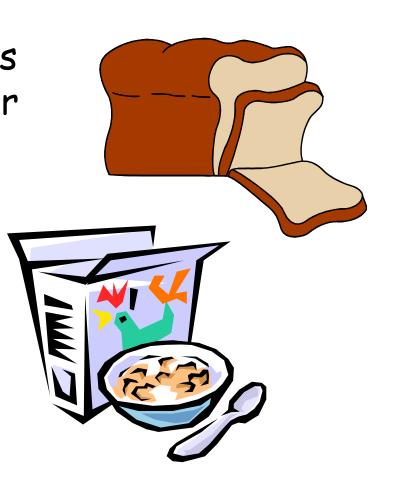
Sponsors are not required to accommodate dietary preferences, but are encouraged to do so within the existing meal patterns. However, sponsors are required to make substitutions or modifications to the meal patterns for participants with disabilities who are unable to consume the regular program meals when such substitutions are supported by a statement from a recognized medical authority that includes the required alternate foods (FNS Instruction 783-2, Rev.1, 10-19-94). See page 46 ADM

BREADS AND GRAINS emphasis Whole-grains



Grain and Bread minimum serving sizes either volume (cup) or weight (ounces), which ever is less; found in Nutrition Guidance based on the Chart found on pages 98-99

Whole-grain or enriched



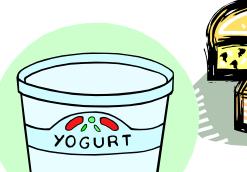
Meat and Meat Alternates

- ☐ Lean meat, poultry or fish
- □ Alternate protein products meeting requirements of 7CFR 225 Appendix A
- ☐ Cheese
- □ Egg (large)
- ☐ Cooked dry beans or peas
- ☐ Peanut or other nut or seed butters
- □ Nuts or seeds ~ one ounce is = to 1 ounce cooked
- ☐ Yogurt, plain or flavored, unsweetened or sweetened









SFSP FRUITS & VEGETABLES NSLP - these are 2 unique groups

- \Box Lunch, snack or supper serving size is $\frac{3}{4}$ cup.
- □ Serve two or more kinds of vegetable or fruits or a combination of both.
- □Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.







Monthly Menu's

Each day's menu should show components of meal pattern you are using



Sample Cycle Menus on page 23 & 24

Making the Most of
Summer Meals - Building
a Healthy Plate and
recipes found pages 2538 in Nutrition Guidance
Handbook





Sample MENU



THESE MENUS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

MAY/JUNE

5UMMER LUNCK MENU - 2013

TENTATIVE

Monday	Tuesday 28	Wednesday	Thursday	Friday
May 27		29	30	31
No Meals	Double Stuff Pizza	Chicken Strips	Hamburger on a Bun	BSQ Rib Patty on a Sun
Memorial Day	Fresh Brocolil	french fries	Tator Tots	Green Beans & Carrols
	Fresh Apples	Oranges	Fresh Apples	Oranges
	Milk	Silce of Bread/ jelly pc	Milk	Milk
		Milk	<u> </u>	
Monday	Tuesday	Wednesday	Thursday	Friday
June 3 French Togst Sticks	4	5	6	········
Furkey Sausege	Turkey Sandwich on a Bun	Super Nachos	Popcorn Chicken	Gritted Cheese
rurkcy sausege Tri-Tators	Carrots/Celery Sticks	Lettuce/Tomato/Shredded Cheese	French Fries	Fresh Veggie Sticks
	Suraviberries	Canned Fruit	Fresh Fruit	Canned Fruit
Juice	Whole Wheat Sugar Cookie	Mik	Slice of Bread/jelly po	Milk
Milk	Milk		Milk	
Monday	Tuesday	Wednesday	Thursday	Friday
10	11	12	13	14
Furkey Sandwick on a Ben	Double Stuff Pizza	Chicken Strips	Hamburger on a Bun	Rayloli :
Carrots/Celery Sticks	Corn	French Fries	Tator Tots	Peas & Com
Fresh Fruit	Fresh Fruit	Fresh Fruit	Canned Fault	Fruit
Whole Wheat Sugar Cookie	Milk	Slice of Bread/Jelly PC	Milk	Milk
Milk		Milk	<u>.</u>	Breadsticks (2)
Monday	Tuesday	Wednesday	Thursday	friday
17	16	19	20	21
Furkey Sandwich on a Bun	French Topst Sticks	Super Nachos/Central, VV, SP, KN	Popcom Chicken	Grilled Cheese/SP,VV
ulce Box	Turkey Sausage	Lettuce/Tomato/Shredded Cheese	French Fries	Fresh Veggle Sikks/Green bean
Apple/Orange	Tri-Tator:	Canned Equit	10 02. (2)	Canned Fruit
cooby Snax	fuite	Mik	Slice of Bread/jelly pc	Milk
dilk	Milk	Soft Shell Taco/Bearile	Milk	Turkey Sloppy Joe on a Bun/KN, B
Monday	Tuesday	Wednesday	Thursday	Friday
24	25	26	27	28
bl.Stuff Pizza	Chicken Patty on a Bun	Teriyaki Chicken and Rice	Hamburger on a Bun	Popcorn Chicken
elery	Baked Beans	Cheesy California Blond	French Fries	Tater tots
featbail Sub (H.S.)	Glazed Carrots	Fruit	Green Seans	Fruit
ise P&B sub-dough	Fruit	Since of Bread/July PC	fruit	Muffin
ruit	Milk	Milk	MILE	Nilk
ARK				

Basic Food Components Breakfast

- SFSP Meal Pattern
 - ▶ Milk (1 cup/8 ounces)
 - ▶ Vegetable or fruit (1/2 cup)
 - ▶ Bread and/or bread alternate
 - ▶ (Meat or meat alternate is optional)
- OVS at Breakfast, 4 food items must be offered, child must take 3 to have a reimbursable meal.
- The fourth food item can be fruit/vegetable, bread/bread alternate, or meat/meat alternate. See ADM page 48 (OvS is optional, must enter on site application and State Agency can deny)







SFA on NSLP can continue using meal pattern from school year. They have the choice to change or stay on NSLP

 Use approved production record for meal pattern.



Basic Food Components Lunch/Supper

- SFSP Meal Pattern -
 - Fluid Milk (1% or Skim white and only flavored skim or fat free milk) serving is 1 cup or 8 ounces
 - ▶ 2 Vegetable(s) and/or fruit(s) equaling $\frac{3}{4}$ cup serving
 - ▶ Bread or grain 1 serving see chart
 - Meat and meat alternates
- Use approved production record
- See ADM pages 47-49

OVS for SFSP Lunch/Supper

- Offer Versus Served indicate on site application
- Five food items must be offered:
 - ▶ One serving of meat/meat alternate
 - Two different servings of fruit/vegetables
 - ▶ On serving of bread/bread alternate
 - ▶ One serving of fluid milk
- Child must take 3 or more of the 5 items offered

Basic Food Components Lunch/Supper



- If school you have a choice between the SFSP or NSLP meal pattern.
- Must use production record approved for the pattern chosen.
- If choosing NSLP, must follow meal pattern requirements.
- May choose to do the Offer Versus Serve and indicate it on the site application.
- Remember the students must take $\frac{1}{2}$ c fruit or vegetable when following NSLP OvS

SNACK -Basic Food Components



Serve 2 food items from any of 4 components:

- ▶ Vegetable/Fruit
- ▶ Milk
- Bread or grains
- ▶ Meat/meat alternate

NOT allowed to serve milk and fruit/vegetable juice together

Production record must show all snack information (School using NSLP meal pattern use the SBP/Snack production record)



Inventory Records

- SFSP commodities/USDA foods or if you are a school and use NSLP commodities/USDA foods please keep manifest for records.
- Nutrition Guide Page 127 128
- Inventory Policy Memo FD-107 requires no expired or past "Best If Used By" BIUB dates etc. in the foods used for this program.

Reimbursable Meals

- Only two meal types maximum and Lunch & Supper is not allowed, unless you are a camp or migrant site. See ADM Guidance p 44-45
- Serve as a complete unit.
- Use approved meal patterns and type.
- Meals served at approved sites
- Meals consumed on-site or at approved alternate sites (example: field trips) if approved Off-site meal request.

Production Records (1 of 2)

- Incomplete production records are the most frequent finding on reviews.
- Incomplete or inadequate documentation can result in an agency returning reimbursement.
- Complete production records with actual numbers served from meal counts.
- Complete actual amounts served and leftovers.



Production Records (2 of 2)

- Production records are used to:
 - document that meals meet pattern, include CN labels, recipes, etc.
 - document that adequate food quantities are used
 - justify food purchases
 - back up numbers of meals claimed for reimbursement

State & Federal Reviews(Audits) /Inspections

- State Agency Dept. of Public Safety conduct program reviews.
- Health/Kitchen Inspections City of Sioux Falls, DPS or IHS
- Reviews are conducted every 4 years or sooner due to formula requirements.
- Production Records for one week are required for inspector/reviewer.
- Administrative Guidance p 104-108
 - ▶ Review Procedures
 - Violations
 - ▶ Corrective Action



- Missing expense documentation leads to being declared Seriously Deficient
- South Dakota has same seriously deficient checklist as Federal covered earlier in this presentation.
- Sponsor receives more reimbursement that it spends - State Agency requires corrective action of
 - ▶ Improve food quality
 - ▶ Enhance monitoring and oversight



Visibility is Key



- South Dakota has vinyl banners for each site.
- Contact with Shar for availability.

SFSP Resources



Julillier i Jou Jervice Frogram (Jr JF)

Print

How To Apply

- > Application for Sponsors
- > Income Eligibility
- > Reimbursement Rates
- > Contact State Agency
- > State Agency Deadlines
- > How to Become a Site

Browse by Subject

- > Federal Register Notices
- > Legislation
- > Policy
- > Press Releases
- > Regulations
- > Resources for Sponsors
- Resources for States
- Seamless Summer Option
- > CN Labeling
- > Food Safety
- > School Meals
- > Grants
- Disaster Assistance
- eUpdates

Other Resources

- > 2014 Webinars
- > Frequently Asked Questions
- Raising Awareness
- > SFSP Innovative Strategies
- SFSP Meal Patterns
- Summer Handbooks
- > Training Videos



Find Summer Sites Serving Meals

significant concentrations of low-income children.

Call 1-866-3-HUNGRY or 1-877-8-HAMBRE to find summer meals near you. Or visit www.whyhunger.org/findfood to locate sites using an online map.



The Summer Food Service Program (SFSP) was established to ensure that low-income children continue to receive nutritious meals when school is not in session. Free meals, that meet Federal nutrition quidelines, are provided to all children 18 years old and under at approved SFSP sites in areas with

How to Get Involved



Find Free Summer Meals for Children in Your Community

Call 1-866-3-HUNGRY or 1-877-8-HAMBRE (for Spanish speakers) and a live operator will tell you where the closest sites serving free, nutritious summer meals are located. Or visit www.whyhunger.org/findfood to locate sites using an online map.



Summer Meals Toolkit

The Summer Meals Toolkit is designed for individuals and organizations interested in serving as Summer Meal champions in their communities at any level of program administration. The toolkit is web-based, and includes seven 'mini-toolkits' targeting specific audiences and topics.

Outreach

 Sponsors are encouraged to make use of resources
 SFSP Toolkit Online link



School Outreach requirements
 Expanding Awareness and Access to
 the Summer Food Service Program
 (Policy Memo SFSP 7-2014 released
 November 12, 2013)





Promote by including:

- Ministerial associations and local church summer programs
- Community recreation organizations
- Multi-language flyers and door hangers
- Banners identifying feeding sites
- Local Youth organizations: Boys & Girls Clubs, Y's, 4H, etc.
- Community leaders (Tribal, County, City, Civic, etc.)
- Websites for community, city, states, etc.
- Various Nutrition organizations
 - ▶ Elderly nutrition, CSFP, TEFAP, or FDPIR

Nutrition Resource





About FNS | Ask the Expert | Contact Us | Other Languages | En Español

Programs

Data

Newsroom

Research

Forms

Advanced Search Help Search Tips

A to Z Map

Search

Home » Child Nutrition Programs













How To Apply

> Join the Team

Browse By Subject

- > HealthierUS Schools
- > Local Wellness Policy
- > Training Grants
- > Resource Library
- Sometimes Services Services > Graphics Library
- > MyPlate

Other Useful Links

- > Resource Order Form
- > Healthy Meals Resource System
- > Healthy Access Locator
- > Best Practices Sharing Center
- School Day Just Got Healthier

Team Nutrition







Team Nutrition is an initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.



Education and Enrichment

- SFSP Nutrition Guidance Handbook
 - pages 39-48
- Creating a Positive Eating Environment
- Nutrition Education
- Promoting Physical Activity
- Spotlight on SFSP Best Practices
- •Q & A's

Midwest Dairy Council





Fuel Up to Play 60 summer materials available at http://midwestdairy.fueluptoplay60.com/ and from Whitney Jerman, 605 224-9788

Participation Incentives

- Speakers and presentations
- Partner with other agencies to provide activities that children will attend either immediately before or following the meal service.
- Plan Kick-off event
- Getting local support to sponsor prizes
 - ▶ Distribute calendar of events for site to help maintain attendance.
 - ▶ Back to School bags are distributed toward end of summer program.
- Birthday celebration on low participation day (week EBT is given or Fridays)

Help families find us

- Register your OPEN feeding site with 211 Helpline Center in South Dakota see me for contact information.
- Register your OPEN feeding site with the National Hunger Hotline at 1-866-3-Hungry or at

www.summerfood.usda.gov



Find Free Summer Meals for Children in Your Community

Call 1-866-3-HUNGRY or 1-877-8-HAMBRE (for Spanish speakers) and a live operator will tell you where the closest sites serving free, nutritious summer meals are located. Or visit www.whyhunger.org/findfood to locate sites using an online map.

Self Evaluation



- Read through the following slides
- Try to answer the questions without going back to the slides.
- If you didn't get them right, go back and review.
- Complete the training certificate and scan and email to the State Agency and keep a copy at your site.





- Only children from that school
- Only children enrolled in the program
- c. Any children who live within 1 mile of the school
- d. Any children from the town
- e. Any children

Slide 18



- Only children from that school
- Only children enrolled in the program
- c. Any children who live within 1 mile of the school
- d. Any children from the town
- e. Any children

Slide 19

3. If an open site wants to offer more than one meal per day, what combinations can be offered from the meal types?

- a. Breakfast, snack
- b. Breakfast, Lunch
- c. Breakfast, Supper
- d. Lunch, snack
- e. Lunch, Supper
- f. snack, snack
- g. Supper, snack
- h. Any except, e

4. Meal Count forms must be approved and include:

- a. Number of children's meals and type of meal
- Children's names, meal type (Breakfast B, Lunch L, snack or Supper S) and meal count staffer signature
- c. Type of meal (B, L, snack, S), Number of children's 1st meal, children 2nd meals (optional), program adults, non-program adults (optional), totals, date and signature of meal count staffer
- d. Number of children meals

Slide 37 **1**1





5. Do we have to complete menus and production records in the summer?

- a. Yes
- b. No
- c. Maybe
- d. Sometimes

Slides 12, 39-40, 46, 67, 69, 73, 79, 85-99 and 100-103





- a. Three times
- b. Twice (1st week visit) and (4th week self-review)
- c. Once (during first four weeks) at a minimum
- d. Each month

Slides 42-46

7. What is required for Civil Rights?



- a. Annual Civil Rights training for all staff
- Justice for All Poster is displayed in dining area(s)
- Reporting of eligible beneficiaries on application and collected once during program operation (Attachment 21)
- d. Non-discrimination statement is required on all forms of SFSP promotions: Media release, website, posters, i.e.
- e. All of the above
- f. None of the above

121

8. What rate would a sponsor reimbursement rate for lunch be if they are metro and self-preparation?

Metro is Sioux Falls and Rapid City in South Dakota

- a. \$3.6450
- **b.** \$3.5875

9. Claims for reimbursement are due to State Agency...

- Monthly by 10th of the following month
- b. All at once at the end of the summer
- c. 60 days final deadline (Same as NSLP)
- d. Combining a month with 10 days or less with the preceding or following month except June and July can't be combined
- e. At the end of the month

Slide 71

10. Can the sponsor use offer vs. serve (OvS) in the summer food service program?

- a. Yes, on any meal type
- b. No
- c. No, Only if had OvS during School Breakfast SBP or National School Lunch Program NSLP and the school is using NSLP meal pattern in summer.
- d. Yes, except there is no OvS for snack; if the sponsor is a school they must follow the OvS of the meal pattern chosen (Summer Food Service Program SFSP, SBP, or NSLP)

ANSWERS



- 2 b
- = 3 h, camps up to 3 meals
- $\mathbf{9}$ $\mathbf{4}$ $\mathbf{6}$ $\mathbf{6}$ unless enrolled or camp - then must have b with date and any adult meals (program and optional nonprogram)
- 5 α, South Dakota requires as meal pattern compliance documentation
- 6 varies, a if new sponsor; b if experienced sponsor with ongoing program and no prior issues;

- 6 -C if experienced sponsor with ongoing program that elects to waive first week visit, MANDATORY Site Review during first 4 weeks
- 8 a (Higher rate for sponsors Rural OR Self-prep)
- 9 a and c, rate stays the same all summer on SFSP
- 10 d

Certificate of Training for the Summer Food Service Program 2015 Administrative Training



I certify that I have taken the on-line Summer Food Service Program training provided by the South Dakota Department of Education. I have a full understanding of the training topics covered and will implement all Summer Food Service Program regulations.

Organization:	Date:
Name:	Title:
Signature:	_

Please E-mail, fax or mail this form back to Julie McCord. This form is due prior your application approval for Summer Food Service Program.

julie.mccord@state.sd.us

Fax: (605) 733-6846

Attn: Julie McCord

South Dakota Department of Education

Child & Adult Nutrition Services

800 Governors Drive

Pierre, SD 57501



Resources

 USDA Food and Nutrition Service Summer Food Service Program 2015 Handbooks

http://www.fns.usda.gov/cnd/summer/library/handbooks.html

 South Dakota Department of Education - Child and Adult Nutrition Services Summer Food Service Program, 800 Governors Drive, Pierre, SD 57501-2294

http://doe.sd.gov/cans/sfsp.aspx

 US Department of Agriculture Summer Food Service Program

http://www.fns.usda.gov/sfsp

US 2010 Census- South Dakota

http://quickfacts.census.gov/qfd/states/46000.html27

QUESTIONS?



 Agreement, reviews, operation: Contact Julie McCord at 605-773-3110 or

julie.mccord@state.sd.us.



Thank you for your participation!

Contact your SFSP State Agency!

